 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-B-8-P01-S04
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
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	Department/Section:	Budget and Cost
	Document Title:	UTILIZATION REPORT

PURPOSE:

1. To generate the utilization report in a timely manner.
2. To aid the budget holders in projecting their revenues during the preparation of the annual budget.
3. To serve as a guide to the budget holders in the computation of the Return of Investment (ROI) and the Payback Period in acquiring equipments to be used in the operations.
4. To be used as a reference in updating the Activity-Based Costing of all Hospital Services Rates.

SCOPE:


Applies to all Budget and Cost Section employees of Dr. Pablo O. Torre Memorial Hospital

PERSON RESPONSIBLE:

Budget Holder/Department/Section Head concerned, I.T. Software Developer, Budget and Cost Manager, Controller

GENERAL GUIDELINES:


1. The Utilization Report is designed for selected budget holders to have access to an automated report connected to the existing system. It provides the real-time utilization of the hospital services/procedures and equipment.
2. The access to the report will be provided to the selected budget holders to ensure the confidentiality of the report.

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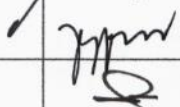

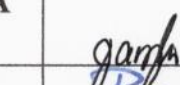

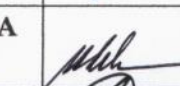
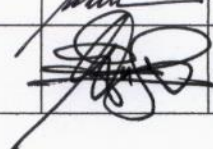
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PROCEDURE:

1. The Section and Department heads of the following areas shall request for access to the Utilization Report using the Engineering-ITD Work Management in the Communication Dashboard:
 - 1.1. Ancillary
 - 1.2. Nursing Service Special Areas
 - 1.3. Stations
2. The I.T. Software Developer provides the requested access.
3. If other Department/Section Heads and/or Budget Holders not mentioned above will request for access to the report, they will coordinate with the Budget & Cost Manager for the validation of the request and will get an approval from the Controller.
4. The Budget & Cost Manager coordinates with the I.T. Software Developer to provide the requested access.
5. The Section/ Department Head and/or Budget Holder selects the specific services to view and generates Utilization Report.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	MA. LIZA A. LESAGUIS, MBA, FPCHA Budget and Cost Manager		6/15/22
Verified:	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/20/22
Reviewed by:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/21/22
Recommending Approval:	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer		6/21/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/27/22
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President- Chief Operating Officer		06/30/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/28/22

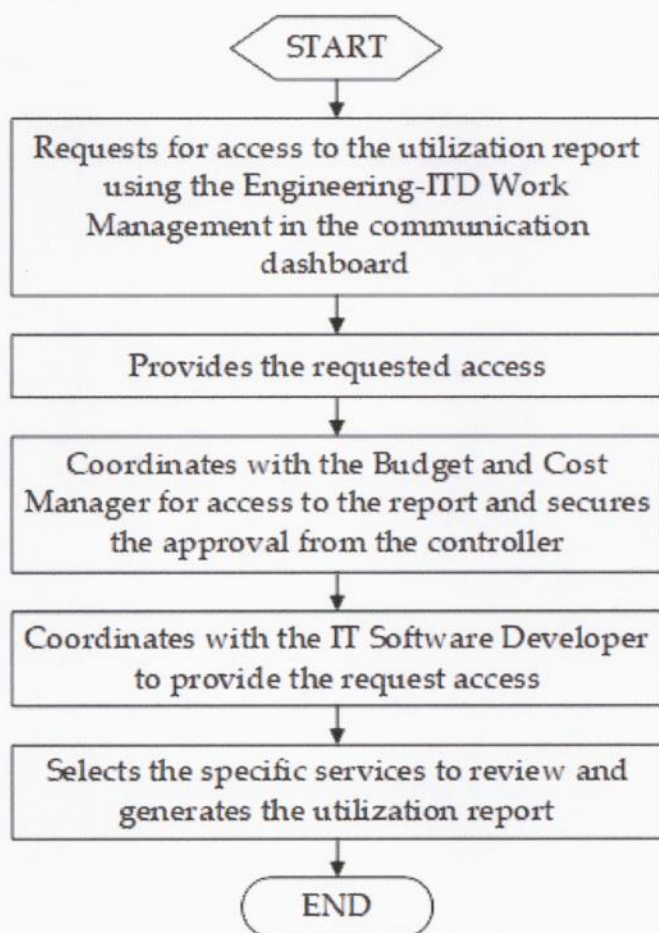



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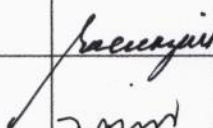
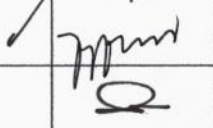
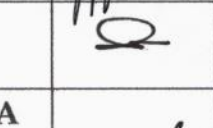

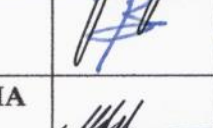
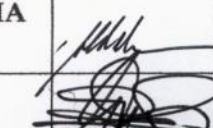
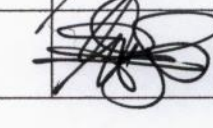
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FLOWCHART



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APPROVAL:

	Name/Title	Signature	Date
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Verified by	JEMELYN G. FERRER, CPA, MBA, FPCHA Controller		6/20/22
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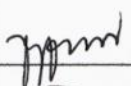


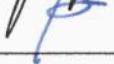

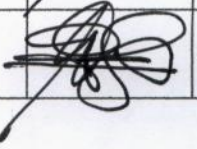
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KEY TASKS	PERSON RESPONSIBLE
1. Requests for access to the Utilization Report using the Engineering-ITD Work Management in the Communication Dashboard.	Section and Department Heads of Ancillary, Nursing Service Special Areas, Stations
2. Provides the requested access.	I.T. Software Developer
3. Coordinates with the Budget & Cost Manager for the validation of the request for access to the report and will get an approval from the Controller.	Other Department/Section Heads
4. Coordinates with the I.T. Software Developer to provide the requested access.	Budget & Cost Manager
5. Selects the specific services to view and generates Utilization Report.	Section/ Department Head and/or Budget Holder

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APPROVAL:

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